

BTEC Assessment and Internal Verification Policy

Aims:

1. To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
2. To ensure that the assessment procedure is open, fair and free from bias and to national standards
3. To ensure that there is accurate and detailed recording of assessment decisions
4. To ensure there is an accredited Lead Internal Verifier in each principal subject area
5. To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity
6. To ensure that the Internal Verification procedure is open, fair and free from bias
7. To ensure that there is accurate and detailed recording of Internal Verification decisions

In order to do this, Carr Hill High School will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- Produce a clear and accurate assessment plan at the start of the programme/academic year
- Provide clear, published dates for handout of assignments and deadlines for Assessment
- Assess learner's evidence using only the published assessment and grading criteria
- Ensure that assessment decisions are impartial, valid and reliable
- Not limit or 'cap' learner achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for Malpractice
- Maintain accurate and detailed records of assessment decisions
- Maintain a robust and rigorous internal verification procedure
- Provide samples for standards verification/external examination as required by the awarding organisation
- Monitor standards verification/external examination reports and undertake any remedial action required
- Share good assessment practice between all BTEC programme teams
- Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff
- Provide resources to ensure that assessment can be performed accurately and appropriately



- Where required by the qualification, a Lead Internal Verifier is appropriately appointed for each subject area, is registered with Pearson and has undergone the necessary standardisation processes
- Each Lead Internal Verifier oversees effective Internal Verification systems in their subject area
- Staff are briefed and trained in the requirements for current Internal Verification procedures
- Effective Internal Verification roles are defined, maintained and supported Internal Verification is promoted as a developmental process between staff
- All centre assessment instruments are verified as fit for purpose
- An annual Internal Verification schedule, linked to assessment plans, is in place
- An appropriately structured sample of assessment from all programmes, units, sites and Assessors is Internally Verified, to ensure centre programmes conform to national standards
- Secure records of all Internal Verification activity are maintained
- The outcome of Internal Verification is used to enhance future assessment practice

Start of the academic year

1. AJN to check registrations and OSCA requirements in September and remind lead IVs to complete this.
2. Lead IVs to update assessment plan
3. AJN to update lead IVs on BTEC documentation
4. Lead IVs complete OSCA - result reported to AJN
5. Lead IVs to complete standardisation activities with BTEC team- report to AJN once completed

Verifying assignment briefs

Before an assignment can go to learners it must be verified.

1. The assessor should pass the assignment to the IV for verification.
2. To verify an assignment brief the IV should complete the internal verification form
3. Return the form and the assignment brief to the assessor
4. If the assignment brief is fit for assessment staple the IV form to the front of the assignment brief and keep a copy for your own records
5. If the assignment brief is not fit for assessment the assessor still needs to file all documents as stated; assessor should then make any changes suggested by the IV and then the assignment brief needs to internally verified again.
6. Copies to be stored in programme file.

Assessments

1. Assessments should be completed as per the timeline in the assessment plan.
2. Timescales and submission dates must be clearly identified
3. Resubmissions/ retakes – Programme lead should meet with AJN to explain reasons and make a decision
4. Decision communicated to learner

IV of assignments

1. Lead IV should create an IV schedule ensuring that this complies with the procedures in the quality handbook
2. This should be approved by the Faculty Leader (where appropriate)
3. AJN will ask for periodic updates to this schedule.
4. Lead IV should keep a copy of all IV records

IV of assessment decisions

1. IV of assessment decisions should take place in a timely fashion once work is formally marked
2. Lead IV should feedback to assessor to allow for any amendments before feedback is given to students

Tracking

1. All programme areas should keep a central tracking sheet up to date.
2. Tracking data should be used to enter predicted attainment data for reporting to parents 3/ 4 times a year depending on year group.
3. All data must be moderated within the team
4. Tracking data will be discussed in RSL and line manage meetings after every PA point.
5. AJN will provide each subject with progress sheet charting progress across the year.

External assessments

- KTR to agree dates for external assessments with Programme leads and AJN where necessary.
- All external assessments to be carried in accordance with Pearson and JCQ exam regulations

Standards verification

1. AJN to forward email from standards verifier to programme lead
2. Programme lead should reply within 48 hours and copy in AJN
3. AJN to be copied in on communications with standard verifiers
4. Programme Lead to update AJN on any issues with the process
5. Once complete AJN to download report and forward to Programme lead
6. AJN and programme lead meet to discuss any issues raised in the report and agree actions to take where necessary

Last Reviewed: September 2023

Next Review date: September 2024

